



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date 12-11-72	<b>INSTRUCTIONS</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b>	
2. Agency Application No. DHR-F-12		Date Received JAN 15 '73	Application No. 73-6 Date Completed JAN 17 '73
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Community Services, Welfare Information 47 Trinity Avenue Room 407 Atlanta, Georgia		4. Person to Contact Ms. Mrytle Brown	5. Working Title Supervisor
		6. Tel. No. 656-4350	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1937-Present	9. Exact Series Title County Department of Family and Children Service Annual Report file
--	--

10. What is the function of the office in which this record series is created?

This office is responsible for providing assistance in gathering information regarding public assistance for the state. This includes but not limited to: Conducting office and telephone interviews requesting public assistance information; Review of county board minutes and county annual reports; To assist in gathering information for individuals, states, and agencies which request particular information regarding the state public assistance program.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

This file series consist of documents relating to the tabulation and computation of the number of public assistance cases within a county. It includes the number of social services performed, number of volunteer services, and a total report of all activities of the county department activities.

The series is arranged alphabetically by County and thereafter chronologically.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	5	7		1	1 1/2
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
					7
				This Year's	Last Year's
				1	0
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years'
				0	0

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency?  
County maintains copy ☒ [X] ☐ [ ]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. Annual report of division ☒ [X] ☐ [ ]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [ ] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [-] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Ms. Myrtle Brown

(Hold for research and comparison of prior years)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

- ☒ [X] Hold in the current files area \_\_\_\_\_ month(s)/ 2 year(s):
- ☐ [ ] Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):
- ☒ [X] Destroy: \_\_\_\_\_
- ☒ [X] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Douglas M. Hare</i>	12-12-72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Myrtle J. Brown</i>	12-13-72
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Hare</i>	1-18-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hare</i>	1-12-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert Hare</i>	1-16-73

STATE RECORDS  
COMMITTEE